

**ELKO COUNTY SCHOOL DISTRICT**  
**APPLICATION FOR WORK-BASED LEARNING PROGRAMS/ACTIVITIES**

**SUBMITTED BY: SHANE SUTTON, ECSD CTE/WBL FACILITATOR**

**APPROVED BY ECSD BOARD OF EDUCATION: 10-19-2018, Thad Ballard, Chr.**

**SCOPE OF WORK-BASED LEARNING PROGRAMS**

Elko County School District is proposing engaging in a variety of Work-Based Learning activities which include the following by Industry Sector/CTE Pathways:

**Skilled and Technical Science**

- Paid and unpaid work experience with Mining Industry partners
- Paid and unpaid work experience with Residential/Commercial Construction contractors
- Industry tours with S.T&S Industry partners
- Class demonstration/discussions with S.T&S Industry partners
- CTE Work Experience

**Health Science and Public Safety**

- Health based student job Shadowing and clinical Observations
- Health practitioner class presentations
- School Police ride along
- Dispatching job shadowing
- Paid and unpaid work experience in H,&P,S
- CTE Work Experience

**Education, Hospitality & Human Service**

- Early Childhood Education Internships at ECSD schools, Family Engagement Center, and Great Basin College
- Paid and unpaid work experience in Nutrition, Textile Manufacturing and Childcare areas
- Early Childhood and Nutrition class presentations by E.H.&H industry partners
- CTE Work Experience

- School based industry in Textile Manufacturing and Design

### **Agriculture Education and Natural resources**

- Supervised Agriculture Experience
- Industry partner tours and internships
- Student based industry in Food Science, Animal Science and Plant& Horticulture Science
- CTE Work Experience (non-SAE)

### **Business and Marketing Education**

- Internships with Micron, Intl, local Law firms and Business/Marketing entities
- Paid and un-paid work experience with retail and service industry
- Business/Marketing group job attainment/performance simulations
- Marketing simulations with IT partners
- CTE Work Experience
- School based business in retail sales and marketing

### **Information Technology**

- Internships with corporate IT partners
- Internships in Gaming Device maintenance
- Robotic club activities
- E-League school based activities
- Class presentations/simulations with IT partners
- Paid and unpaid work experience with IT entities
- CTE Work Experience

## **STUDENT QUALIFICATIONS**

Any student, K-12, is qualified to participate in any supervised Work Based Learning activity as long as Child Labor Law, age requirement and prescribed industry training conditions are met and recorded with the District.

Students may be required to be at grade level or on-track to meet graduation requirements to participate in accordance with NRS and NAC as set forth by the Nevada Department of Education.

## **APPLICATION**

### **ELKO COUNTY SCHOOL DISTRICT**

### **COOPERATIVE WORK EXPERIENCE APPLICATION**

Cooperative Work Experience is for students who currently have a job and would like to earn credit for employment. **A maximum of three (3) units of credit, .5 credits per 60 hrs worked with a maximum of 1 credit per school year may be earned toward graduation.** Requirements are:

1. **Be sufficient in credits for graduation**
2. Documentation filed with the school site verifying hours of employment completed (pay stub, time sheet)
3. Verified application for program with employer, parent and district on file.

You are responsible for getting your employer and parent/guardian to sign this form. Please return the completed form to the guidance office for your counselor to determine eligibility.

Your Name (print): \_\_\_\_\_ School: \_\_\_\_\_

Where do you work? \_\_\_\_\_

Address of your workplace: \_\_\_\_\_

Telephone number of your workplace: \_\_\_\_\_

Name of your Supervisor: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

**Supervisor to complete this section:**

Does the student work daily, after school? \_\_\_\_\_ If yes, how many hours per day? \_\_\_\_\_

If not daily, please give some indication of the student's normal work week schedule, not including weekends:

Number of days worked during the school week? \_\_\_\_\_

Number of hours worked during the school week? \_\_\_\_\_

Supervisors Name  
(print) \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**School to complete this section:**

Counselor Credit Check: OK \_\_\_\_\_

Or: Reason for not approving work privilege: Insufficient Credits \_\_\_\_\_ Insufficient GPA  
\_\_\_\_\_

CTE/WBL Signature \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Approval \_\_\_\_\_ Date: \_\_\_\_\_

Method of employment time verification

*Elko County School District does not discriminate against any person on the basis of race, color, national origin, gender, or handicap.*

**TRAINING AGREEMENT**

**ELKO COUNTY SCHOOL DISTRICT**

**WORK-BASED LEARNING EDUCATION TRAINING AGREEMENT**

STUDENT NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ SOC. SEC.  
# \_\_\_\_\_

ADDRESS TELEPHONE \_\_\_\_\_

SCHOOL TELEPHONE \_\_\_\_\_

EMPLOYER/SUPERVISOR/WORK STATION/TRAINING  
SITE \_\_\_\_\_

JOB TITLE  
\_\_\_\_\_

ADDRESS \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DEPARTMENT  
TELEPHONE \_\_\_\_\_

DATES OF TRAINING PERIOD (FROM) \_\_\_\_\_ (TO) \_\_\_\_\_

WORK HOURS PER WEEK \_\_\_\_\_ PAY RATE \_\_\_\_\_

CAREER OBJECTIVE \_\_\_\_\_ RELATED  
OCCUPATIONAL TRAINING PROGRAM

\_\_\_\_\_

SKILLS TO BE LEARNED BY THE STUDENT ON THE JOB

\_\_\_\_\_

\_\_\_\_\_

**CRITERIA FOR APPROVAL**

1. The worksite/training site training meets the related educational objectives provided by the school program.
2. The training is for the benefit of the student, and the student will not displace regular employees.

3. The employer/supervisor understands that the student worker may require special supervision and/or instruction.
4. The student is not necessarily entitled to a job at the conclusion of the training period.
5. Elko County School District assumes all student liability while at the work site.

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## **RESPONSIBILITIES**

**The EMPLOYER/SUPERVISOR, recognizing that a training agreement is being followed and that close supervision of students is necessary, agrees:**

1. To provide the student with work experience and guidance that meet the objectives of the training agreement.
2. To provide training for the student for at least the minimum listed number of scheduled hours for the entire training period.
3. To adhere to all Federal and State Child Labor laws, regulations, and other applicable regulations.
4. To assist in the student's job-performance evaluation.
5. To provide time for consultation with the teacher/coordinator concerning the student to especially discuss any difficulties the student is encountering.
6. To accept and assign jobs to the student and otherwise treat the student without regard to race, color, national origin, sex, or handicap.

**The STUDENTS consider the training experience as contributing to their career objectives and agree:**

1. To be in regular attendance both in school and on the job.
2. To conform to the rules and regulations of the employer/supervisor.
3. To demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper grooming, appropriate dress, and a willingness to learn during

the training period.

4. To consult with the teacher/coordinator concerning situations arising at the work station.

5. Student(s) may be supervised at the work site by an EHS professional or may be supervised by a work site non-district service provider.

**The PARENTS of the student, realizing the importance of the training program, agree:**

1. To encourage their son or daughter to carry out the requirements of the training program.

2. To accept the responsibility for the safety and conduct of their son or daughter while traveling to and from school, the worksite, and home.

3. To provide the resources necessary to participate in the cooperative occupational education program.

**The TEACHER/COORDINATOR, as the school representative who coordinates the training program between the employer/supervisor and students, agrees:**

1. To ensure that work station/training site activities are relevant to related classroom instruction.

2. To ensure that the employer/supervisor is providing work-experience activities to meet the objectives of the training agreement.

3. To make periodic visits to the worksite/training site to observe the student, to consult with the employer or supervisor, and to assist with student training problems.

4. To evaluate the work performance of the student with the employer/supervisor

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher/Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

## **EVALUATION**

Evaluation of Work Based Learning participants will be multi-faceted including but not limited to:

- At work observations
- Work log books
- Student presentations
- Student Portfolios
- Job-shadow reports
- Employer evaluation/feedback forms
- Student Supervised Agriculture Experience records through Agriculture Education Tracker

## **EMPLOYER HOSTING**

Elko County School District will use the Nevada Department of Education Nevada Host Employer Vetting Rubric as published in the April 2018 “Work-based Learning Guide”.